

# Lynchburg Parking Authority

## Minutes

City Manager's Office  
900 Church Street  
Lynchburg, VA 24504

Tuesday, April 11, 2006  
5:00 p.m.

### Members Present

Dennis Howard, Chairman  
Michael Gillette, Vice Chairman  
Bert Dodson  
Tom Gerdy  
Linda Jones  
Terri Proffitt

### Members Absent

Kelvin Moore

### Staff Present

Kimball Payne  
Lee Newland  
Nicole Gilkeson

#### 1. Call to Order

Mr. Howard called the meeting to order.

#### 2. Approval of Minutes

The Authority approved the minutes with amendments.

#### 3. Discussion on Parking Authority Mission, Goals, and Objectives

Staff amended the Workplan based on feedback from the March meeting and presented it to the Parking Authority for approval. Ms. Jones made a motion to accept the Workplan; Mr. Gerdy seconded the motion. All were in favor of adopting the attached workplan.

#### 4. Review parking data

Ms. Gilkeson gave an update on available parking data. She presented a list of all City-owned lots in the downtown area. The list included information about the number of spaces in each lot, whether the spaces were public, leased, or for employees, and their observed occupancy rates. A building survey used to calculate demand in earlier parking studies was distributed. The survey shows the size and value of buildings and number of employees (if any) at each downtown address. The Parking Authority also discussed the analysis for parking demand downtown, which is based on vehicles per square footage of space. Dr. Gillette inquired as to why demand ratios were calculated to be lower per square foot than the standard numbers. Ms. Gilkeson explained that downtown Lynchburg currently does not operate at full capacity of its buildings; therefore, there are less employees per square foot. Additionally, downtown retail is primarily visited by

workers who walk to the stores, rather than shoppers who drive downtown for services,. This reduces the parking demand for retail. These numbers are projected to change as the downtown strengthens. The Parking Authority was in agreement that this data will be supplemental to a study by a consultant. However, more information from a consultant will be necessary to fully understand how to best utilize existing parking and plan for future demand.

## **5. Consider increasing the cost of monthly parking on the City's deck**

Ms. Proffitt explained how each tenant would be impacted if rates were raised from \$40 to \$50. She suggested that this increase could introduce the opportunity to work with other parking lot owners to explore technology to serve more tenants in each lot. Mr. Payne stated that several parking lot owners already charge \$50 and noted that the increase would be advantageous for the City because it could lower the subsidy involved in future parking deck construction. Dr. Gillette made the motion to raise the monthly rates to \$50 in the parking deck effective July 1, 2006 with the exception for some tenants who have standing contractual agreements exempting them from rate increases. Ms. Proffitt seconded the motion. The vote was taken; five members were in favor, one was opposed. The motion was passed. The Parking Authority suggested that with the notice to tenants, a note should be added that free parking is available on the top floor of the City-owned Clay Street garage.

## **6. Staff reports**

Mr. Payne gave a report on the City Council work session to convert Church and Main to two-way streets. The item will be discussed at future meetings after more conversation takes place with downtown property owners and businesses. Dr. Gillette stated that Council would take into consideration the comments of the Parking Authority.

Mr. Payne stated that the amended Articles of Incorporation were passed by City Council.

Mr. Payne also informed the Parking Authority that the City had received notification that the parking garage at 1001 Commerce Street is for sale.

## **7. Next steps**

The Parking Authority cancelled the May meeting in order to give staff time to work on the Request for Proposals for the parking consultant. Staff will also contact the City of Roanoke to request a presentation on parking management practices. Additionally, Mr. Howard suggested that maps, which show available public parking be placed on the City web page, possibly in a separate "parking" webpage.

## **7. Adjourn**

The meeting was adjourned with no further business. The next meeting will be held on Tuesday, June 13 at 5:00 p.m. in the City Manager's Office.